

KENTUCKY BOARD OF CERTIFICATION OF FEE-BASED PASTORAL COUNSELORS

May 11, 2012

A regular meeting of the Kentucky Board of Certification of Fee-Based Pastoral Counselors was held on May 11, 2012 at the offices of the Office of Occupations and Professions at 911 Leawood Drive, Frankfort KY 40601 and began at 1:10 p.m.

MEMBERS PRESENT

Joe Bob Pierce, Chair
Thomas Holbrook
Seniora Burdette
Rowatt Wade
Kathleen Milans

OCCUPATIONS AND PROFESSIONS

Karen Lockett, Board Administrator
Courtney Bourne, Executive Director
Susan Ellis, Fiscal & IT Operations Supervisor
Debra Day, Administrative Section Supervisor
Janet Cox - Fiscal

MEMBERS ABSENT

OTHERS PRESENT

Mark Brengelman, Assistant Attorney General
Russell Hall – Asbury Seminary

CALL TO ORDER

Mr. Pierce, Chair, called the meeting to order at 1:10 p.m.

Oath of Office

Ms. Kathleen J. Milans, a new appointee, was sworn into the Kentucky Board of Certification for Fee-Based Pastoral Counselors by Ms. Carolyn Benedict. Ms. Milans recent appointment is effective immediately and will run through 2013. Ms. Milans fills the vacant seat left by Ms. Joan L. Clagett who resigned off the Board.

APPROVAL OF MINUTES

Mr. Holbrook made a motion to accept the minutes as amended of the November 9, 2011 meeting. Mr. Rowatt seconded the motion. Motion carried.

FINANCIAL STATEMENT

The Board reviewed and discussed the financial report. No actions were taken.

BOARD CHAIR REPORT

Mr. Pierce welcomed Ms. Kathleen Milans to the Kentucky Board of Certification for Fee-Based Pastoral Counselors. The Board members and the staff of Occupations and Professions introduced themselves to Ms. Milans.

Mr. Pierce discussed the application process. Mr. Holbrook stated that he would review applications along with Mr. Pierce between board meetings. Mr. Rowatt made a motion for (2) two board members Mr. Pierce and Mr. Holbrook to review, discuss and approve applications between board meetings. Ms. Burdette seconded the motion. Motion carried.

Mr. Pierce had received a letter from Ms. Alicia Head on behalf of Wanda Day becoming her supervisor. Mr. Pierce stated that he responded in February. Ms. Head has not responded. No actions were taken.

Mr. Brengelman informed the board that Mr. Pierce has served as Board chair since January 2011. No actions were taken.

O&P Report

Ms. Bourne, Executive Director discussed the Memorandum of Agreement Administrative fees. Ms. Bourne stated that the Office of Occupations and Professions operating budget includes staff salaries, lease, utilities, office supplies, equipment and maintenance, computer services, telephone services, janitorial services, etc. The administrative fee assessed to Fee Based Pastoral Counselors of \$1,700.00 is .29% .

The Board review and discussed the MOA. Mr. Brengelman, Board Counsel agreed that that Administrative fees were adequate. Mr. Rowatt made a motion for the board to accept and sign. Ms. Burdette seconded the motion. Motion carried.

BOARD COUNSEL REPORT

Mr. Brengelman discussed the 2012 Proposed Licensure Legislation regarding an ACT relating to the licensure of Fee-Based Pastoral Counselors. No actions were taken.

OLD BUSINESS

NEW BUSINESS

The Board discussed getting Ms. Clagett a plaque for her services on the board. Mr. Rowatt made a motion for the board to purchase a plaque for Ms. Clagett for her services on the Kentucky Board of Certification for Fee-Based Pastoral Counselors. Ms. Milans seconded the motion. Motion carried.

The Board reviewed and discussed an e-mail from Mr. Glenn Williams regarding record destruction. Mr. Rowatt made a motion for Mr. Pierce, Board chair to respond to Mr. Glenn Williams regarding record destruction and for the board to review the letter before mailing. Mr. Holbrook seconded the motion. Motion carried.

Mr. Russell Hall – Guest spoke to the board regarding the Course of study for board approval. Mr. Hall will send Karen Lockett, Board Administrator a copy of the Course of study for board review at the next meeting November 9, 2012.

Mr. Holbrook suggested to the board to review the Statutes and Regulations for any changes needed.

APPLICATION REVIEW

Mr. Holbrook made a motion for the approval of applications as specified below:

- Don Cutter – Approved
- Jody Slaughter – Approved
- Elizabeth Ellis – Approved

Ms. Milans seconded the motion. Motion carried.

COMPLAINTS

No legal complaints pending.

TRAVEL

Mr. Holbrook made a motion to approve payment of travel expenses for eligible members. Ms Burdette seconded the motion. Motion carried.

NEXT MEETING

The next board meeting is scheduled for November 9, 2012 at 1:00 p.m.

ADJOURNMENT

Being no further business to come before the Board Mr. Rowatt made a motion to adjourn. Mr. Holbrook seconded the motion. Motion carried. The Board adjourned at 3:35 p.m.